

DEPARTMENT OF DEVELOPMENTAL SERVICES- NORTH REGION
JOB OPPORTUNITY
DEVELOPMENTAL SERVICES CASE MANAGER
PRIVATE DIVISION - WILLIMANTIC

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on Active Examination List

Location: Private Division - Willimantic

Job Posting No: 00019501

Hours: Monday through Friday 9:00am – 4:30pm; RDO's Saturday and Sunday. *Consideration will be given to requests for flex time schedules in accordance with the P1 flex time agreement.*

Salary: \$57,367 - \$77,679

Closing Date: November 11, 2013

Eligibility Requirement: **Candidates must have applied for and passed the DEVELOPMENTAL SERVICES CASE MANAGER exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties: This full time position is assigned to the Community Companion Home program in the Private Division based in the Willimantic office. The position supports a caseload of approximately 30 individuals living in over 20 Community Training Homes in the central and eastern parts of the region, including the towns of Thompson, Canterbury, Moosup, Broad Brook, Windsor, Putnam, Manchester, Sterling and Columbia. The individuals served and their CCH providers receive ongoing services and supports from either DDS and/or private support agencies. The Case Manager is responsible to assure their planning services are in compliance with CCH licensing regulations including the scheduling and chairing annual and quarterly meetings and reviews of individual plans, implementation of waiver requirements and conducting quality service reviews. In addition, the Case Manager convenes, chairs and facilitates interdisciplinary team meetings to develop, review and/or modify client Individual's service plans; coordinates integration of day program, residential, medical and other services provided to each consumer and ensures service delivery; develops social service evaluations and service recommendations; maintains regular contact with assigned clients and their families; provides supportive counseling to consumers and their families (with regard to departmental services) ; gives information to consumers, guardians and families regarding their legal rights, departmental policies and procedures, services provided and encourages participation in service planning process; acts as liaison and provides technical assistance to service providers as well as other state or private agencies and monitors compliance with departmental policies and procedures; schedules necessary evaluations and monitors completion; schedules program reviews and monitors implementation of specific program recommendations; monitors development and maintenance of consumer's files including all required documentation; ensures that legal and financial documents are completed in a timely manner; informs appropriate regional administrative staff when services are not or cannot be provided; performs related duties as required. In addition, Case Manager should ensure that all communication and team planning occurs with the consumer's residential, vocational/day supports, families and team players for delivery of appropriate vocational/educational, social, residential and health services that are in conformance with DDS and the Home Community Based Waiver's regulations when specifically assigned.

General Experience: Six (6) years of experience in working with individuals with developmental disabilities involving participation in an interdisciplinary team process and the development, review and implementation of elements in a client's plan of service.

Special Experience: Two (2) years of the General Experience must have involved responsibility for developing, implementing and evaluating individualized programs for individuals with developmental disabilities in the areas of behavior, education or rehabilitation.

Substitutions Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. A Master's degree in Counseling, Psychology, Special Education or Vocational Rehabilitation may be substituted for one (1) additional year of the General Experience. A Master's degree in Social Work may be substituted for the General and Special experience. Two (2) years as a Social Worker Trainee in the Department of Developmental Services may be substituted for the General and Special Experience. For State employees one (1) year as a Social Worker with some experience working with individuals with developmental disabilities may be substituted for the General and Special Experience. For State employees two (2) years as a Supervising Developmental Services Worker 1, Supervising Developmental Services Worker 2, Developmental Services Supported Living Worker or Developmental Services Adult Services Instructor may be substituted for the Special Experience.

Special Requirements:

1. Incumbents in this class may be required to possess fluency in a foreign language for designated positions.
2. Incumbents in this class may be required to travel.
3. When assigned to a caseload of individuals, the majority of who reside in Intermediate Care Facilities must be eligible for certification as a Qualified Developmental Disabilities Professional as required by Federal regulations.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Send application materials to:
Department of Developmental Services — North Region
155 Founders Plaza, 255 Pitkin Street
East Hartford, CT 06108
Attn: Ms. Kristina Worley
Email: kristina.worley@ct.gov Phone: 860-263-2560 Fax: 860-622-4965

An Affirmative Action/Equal Opportunity Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities and persons with disabilities.